

News (Quick Search): Selected English-language newspapers, newswire services, newsletters, magazines, journals and news program transcripts.

News (Guided Search): Choose from General News, Today's News (news updated all day), U.S. News (state oriented news), Wires (newswire services), Transcripts (television and radio news programs), Arts & Sports News, University News and Non-English Language News (Dutch, French, Spanish, Italian and German).

Business: Includes Business News (Guided Search only), Company Financial (financial data about companies), Compare Companies, SEC Filings & Reports (annual reports, etc.), Industry & Market (industry news), Accounting and Directories (trade show and other information).

Legal Research: Legal News (Guided Search only), Law Reviews, Federal Case Law, State Case Law, Shepherd's Citations, Federal Codes, Federal Regulations, State Codes, Tax Law, Canadian Legislative Materials, Canadian Statutes & Regulations, EU Law (European Law), International Case Law, Patents, and the Martindale & Hubbell Law Directory are among the options available.

Medical: Medical News from popular publications, newsletters and trade publications are provided in this component of the Lexis-Nexis database. Medical Journals offers information from professional and scholarly journals, as well as sources such as legal cases that address medical issues. Abstracts consists of the citations from the National Library of Medicine's MEDLINE.

Reference:

a) biographical: Information from such sources as the AMA Medical Directory, Standard and Poor's Register of Directors and Executives, and general interest publications such as The New York Times and Business Week enables the user to research public figures as diverse as Britney Spears, Denzel Washington and Bill Gates.

b) country profiles: Business, government, geographic and other data are offered about countries around the world from the CIA World Factbook and the Walden Country Reports.

c) polls & surveys: Polls and surveys from the Roper Organization, the Gallup, Harris Polls, CBS News Polls, etc. on subjects as diverse the presidency, marriage, taxes, immigration and capital punishment.

d) quotations: Noteworthy quotes from Simpson's Contemporary Quotations (1988) and 3500 Good Quotes for Speakers (1983).

e) state profiles: Contains brief portraits of the fifty states.

f) world almanac: Provides brief information on a wide array of topics.

CONNECTING TO LEXIS-NEXIS

Proceed to the library's web page at <http://iris.nyit.edu/library>. Under the heading "Collections and Resources", click "Databases by Title". Next, scroll to "Lexis-Nexis", which is alphabetically listed on the page. You will be provided with **on-campus** or **off-campus** access options. When *on-campus*, simply click this link, and you will be placed on the first search page of "Lexis-Nexis". When *off-campus*, click this link and follow the instructions that appear on the following page.

***** Please note: "off-campus" access is available to faculty, staff, and currently registered students of NYIT *****

QUICK NEWS SEARCH OR BASIC SEARCH

Depending on which option you select from three to seven boxes will appear, allowing you to construct the search you desire.

Try searching the general option in "Quick News Search". Type "coca cola" in the box below the red "*Company Information*" tab on the lower right side, and press enter. You will retrieve at least 33 results, including such information as company financial statements and company profiles.

Please note quick search limitations:

No wild cards or connectors work in this search mode. The search only looks in "headline", "lead paragraph" and "index terms" for a phrase or keyword; it does not search the entire text of the article. Only the "documents list" and "full formats" results can be viewed. Date ranges are up to 2 years. Also, *Quick Search* only searches U.S. companies; if you want to research foreign companies use the *Guided Search* option. Except for "Medical News", which is searchable under the Medical Sub-Menu, all other News Categories are located in the *Guided Search* mode.

GUIDED SEARCH

Depending on which option you select, from one to ten boxes will appear allowing you to construct the search you desire. Select “News” and then choose “general news”. Make certain that the *news source* search field is set to “Major Newspapers”. In the first search box, type “**acid rain**”, and in the second box type “**danger!**”. Next, in the “date” box, choose “previous five years”, and click “search”. At least 50 results will appear. You may re-execute this search using other options such as “Magazines & Journals” or “Newsletters” by clicking on the back button until your initial search page re-appears.

******Be careful when using the limit features, as you can eliminate articles that are useful for your research******

RESERVED WORDS

Some words, characters and phrases are used as commands in Lexis-Nexis. In order to use them in a search, they must be surrounded by quotation marks. For example, in order to use the phrase “not in my back yard”, the search must be constructed this way: “**not**” in w/5 **back yard** (w/5 means within 5 words; this aids in treating the words as a phrase). For more information on reserved words see “Researching—the Basics” on the help screens.

NOISE WORDS

Some commonly used words, called “noise words”, cannot be used when searching Lexis-Nexis. Examples are *the, and, of, his, my, and it*. “My Mother the Car” would be searched as mother w/1 car and television (w/1 means within one word). Omit these words when searching.

WILD CARD

This feature enables you to find *various spellings* of words that can be changed depending on the amount of asterisks that you specify. Type in labo*r and you will get search results for labor and labour, or type in labo*r** and you will get labored, laboured, but not laborious.

The following applies to all search modes:

TIP 1: Use parentheses () to keep phrases or groups together when searching more than one at a time. Do not use John w/3 Kennedy or Lyndon w/3 Johnson when searching for documents about John Kennedy or Lyndon Johnson. It will search John or Lyndon, John within three or fewer words of Kennedy or Johnson and Johnson within three or fewer words of Kennedy or Lyndon. Use (John w/3 Kennedy) or (Lyndon w/3 Johnson).

TRUNCATION

You may search for the various forms of a word by using the truncation feature. Type **adopt!** and you will retrieve searches that include **adoptee, adopts, adopted, adopting, adoptive** and **adoption**.

FOCUS OPTION

This option appears *after* you have executed a search; the focus button appears in the upper left corner of the screen. It allows you to emphasize particular words in documents even when they were not a part of your original search. Focus also enables you to limit a search by eliminating some search results. For example, typing allergies will render hundreds of hits. If you wish to *narrow* your result you may type in a word such as “food”.

SOURCES

If wish to find information about a source or to search within a single source, click on the “sources” button at the top-left of the screen. Next, options will appear enabling you to browse by alphabet, or you may type in the exact name of the desired source in the search box. If you type the name of a publication and press enter, then 2 options will appear below the title. They are “about this title” and “search this title”.

Note: Use the **Electronic Journal Locator**, located on the library’s homepage. The E-Journal Locator includes **full text electronic** versions of journals, magazines, newspapers and other periodicals available **online** exclusively to the NYIT community.

E-MAIL

You may e-mail an article to yourself or to anyone else. Just click the “e-mail” button that is towards the top of the screen and boxes will appear enabling you to type in an address and attach a note to the body of the e-mail.

PRINTING

You may click on the print button towards the top of the screen, and two buttons will appear; click “display document” and the print ready format will appear. Next, click on the browser’s print icon, and the document will print.

TIP 2: When records are viewed in either the Full or KWIC formats, they can be printed one at a time only. In order to print multiple citations, go to the documents list format, place a check mark in the box or boxes to the left of the documents that you wish to print, then follow the print instructions as given above.